



WEST VIRGINIA'S PROMISE

THE ALLIANCE FOR YOUTH

Pamela Dugan, State Director
HC 66 Box 1 F Frankford WV 24938
Phone (304)661-1460 Email: pdugan@frontiernet.net
www.fivepromises.wv.gov

Promise VISTA Request For Proposal

Applications are accepted on-going, to pdugan@frontiernet.net

General Information

Sponsoring
Organization:
Director:
Address:
County:
Telephone:
Email:
Fax:

Recruiting Contact Information

The contact person(s) is responsible for reviewing VISTA applications, conducting interviews, and notifying us of a final decision. Please note if different from the individual who will be responsible for VISTA Supervision. It is essential that the following information be accurate and kept current with our office should there be any changes in the contact person(s).

Contact Person

Email

Telephone

Fax

Address

Site Supervisor

Which of the following best describes your organization? *(Place an x next to the appropriate selection.)*

Government Agency

Federal

State

Municipal

School

County

Private Non-profit

Tribal

Other

Describe

Other:

Are you willing to partner with another organization or neighboring county to share a VISTA member? ☐ Yes ☐ No

Please explain:

--



WEST VIRGINIA'S PROMISE

THE ALLIANCE FOR YOUTH

Pamela Dugan, State Director
HC 66 Box 1 F Frankford WV 24938
Phone (304)661-1460 Email: pdugan@frontiernet.net
www.fivepromises.wv.gov

Volunteer Support Information (Mandatory)

Please place an x next to the appropriate selection

1. Will the VISTA have immediate and consistent access to a phone, computer, printer, fax, the internet and a desk?
Yes
No
2. Will all expenses for the use of these items be paid for by the sponsoring agency?
Yes
No
3. Will expenses for travel and per diem for site-specific travel and training be paid for by the sponsoring agency?
Yes
No If yes, at what rate?
4. Please include any other relevant information regarding VISTA support expenses.
5. Will the VISTA have immediate and consistent access to the supervisor?
6. Is the site supervisor committed to meeting with the site VISTA at least once every week for 30 minutes for supervision, direction, work plan development, quarterly reporting progress and feedback?
7. Has your organization hosted an AmeriCorps*VISTA in the past, or currently?
Yes
No
If Yes, What did they work on & accomplish?



WEST VIRGINIA'S PROMISE

THE ALLIANCE FOR YOUTH

Pamela Dugan, State Director
HC 66 Box 1 F Frankford WV 24938
Phone (304)661-1460 Email: pdugan@frontiernet.net
www.fivepromises.wv.gov

Agency Information (Mandatory)

Please answer the following questions.

1. What is your organization's mission/vision?
2. What are the major programs and services of your organization?
3. Do you participate in a community prevention coalition? If so, list the other participating members of the community prevention coalition.
4. Are you familiar with America's Promise, West Virginia's Promise or the Five Promise's? ☐ Yes ☐ No
5. Can your organization provide the **\$2,000.00** funds requested? ☐ Yes ☐ No
6. If you would like a VISTA placed in your community for a maximum of three years, what do you hope to accomplish in Year One, Year Two, and Year Three.
7. To expand the VISTA Project each year a cost-share will be expected by each Host Site selected through a community cost-share mechanism by the way of a signed Memorandum of Understanding. *Projected Costs* for sites will be according to the following scale:

Year One	\$ 2,000/VISTA
Year Two	\$ 4,000/VISTA
Year Three	\$ 5,000/VISTA

Do you foresee your organization (*community partners*) providing the cost-share funds to attain a VISTA after the first year? ☐ Yes ☐ No



WEST VIRGINIA'S PROMISE

THE ALLIANCE FOR YOUTH

Pamela Dugan, State Director

HC 66 Box 1 F Frankford WV 24938

Phone (304)661-1460 Email: pdugan@frontiernet.net

www.fivepromises.wv.gov

8. The following four building blocks must be addressed in order to be successful. Please address each one:

Resource Development –

including strategies for fundraising, providing in-kind resources and human resources

Collaboration – including strategies for partnering with other organizations

Marketing and Promotion –

including strategies for public relations and working with the media

Volunteer Development –

including strategies for recruiting, training and maintaining a volunteer base.



WEST VIRGINIA'S PROMISE

THE ALLIANCE FOR YOUTH

Pamela Dugan, State Director
HC 66 Box 1 F Frankford WV 24938
Phone (304)661-1460 Email: pdugan@frontiernet.net
www.fivepromises.wv.gov

On-Site Orientation (Mandatory)

1. Include an On the Job Orientation and the steps you plan to take to acquaint the VISTA to the community (*resources guides, community meetings, etc.*) and project during the first week the VISTA is placed with you.
2. A VAD (VISTA Assignment Description) is a detailed description of the activities assigned to the VISTA member. Describe what activities in detail your VISTA member will do to accomplish the goals. (this will be added in the Steps section)

Site Assurances (Mandatory)

1. If a VISTA is placed with your project, the site supervisor is expected to attend required Supervisor training provided by the Corporation for the National and Community Service through the Charleston office, schedule will be provided when available. At this time trainings are through webinars and conference calls. Do you agree to attend trainings via traveling or electronically? Yes ☐ No ☐
2. Site Supervisors are encouraged and VISTA members will be required to attend State Trainings/Events throughout the year. Are you committed to attending the trainings?
☐ Yes ☐ No ☐

The dates and locations for 2009-2010 trainings/events are yet to be determined, but will be provided once available. ***It is encouraged and essential that you attend.*** Please provide **a statement of assurance** that the site supervisor for the project (or their designee) and VISTA member will attend training/events.

3. Submit a letter of support from your agency's board of directors indicating
 - a. support for the VISTA position,
 - b. an understanding of the VISTA's role,
 - c. the organization's commitment to assuring a successful VISTA placement,
 - d. support for working toward the goals, objectives and end outcomes of the proposed project.

Also include a list of board members and/or advisory council members.

Page 6-10 is a copy of the Volunteer Description. The red print cannot be changed. You may edit or delete the Steps to fit your organization. Your VISTA member does not have to serve towards all the goals, you may select one or more that fit your needs.



WEST VIRGINIA'S PROMISE

THE ALLIANCE FOR YOUTH

Pamela Dugan, State Director
HC 66 Box 1 F Frankford WV 24938
Phone (304)661-1460 Email: pdugan@frontiernet.net
www.fivepromises.wv.gov

Volunteer Assignment Description (VAD)

VISTA Project: West Virginia's Promise		VISTA Member Name:
Site Name:	Assignment Area:	Date:

VISTA Member Activities and Steps Checklist	Planned Period of Work
Goal Statement 1: <i>Identify, enhance and increase community awareness to mobilize communities to provide all Five Promise's to children and youth including those in and aging out of foster care.</i>	
Milestone 1: <i>Identify and research organizations that would be a possible "Promise Place".</i> - Indicator: <i>Number of organizations identified.</i> Step 1: Research and develop a contact list of key individuals, agencies, programs that serve children and youth Step 2: Identify and secure 10 speaking engagements at local civic and faith based organizations in the community Step 3: Develop flyers and brochures Step 4: Review volunteer position descriptions from partner organizations Step 5: Develop a community volunteer interview and screening process Step 6: Develop a system to recruit, interview, screen, train and place volunteers in partner organizations within 2 months of expressed interest. Step 7: Develop or obtain surveys related to Five Promise's Step 8: Research and develop a list of media sources Step 9: Develop press releases Step 10: Attend organization, partner and town meetings Step 11: Train the trainer to conduct 5 trainings on Five Promise's material Step 12: Research National Day related to children and youth	
Milestone 1 Comments/Summary of Accomplishments:	Milestone 1 Completed (date): _____



WEST VIRGINIA'S PROMISE

THE ALLIANCE FOR YOUTH

Pamela Dugan, State Director
 HC 66 Box 1 F Frankford WV 24938
 Phone (304)661-1460 Email: pdugan@frontiernet.net
www.fivepromises.wv.gov

<p>Milestone 2: <i>Increase the number of organizations that sign a commitment to become a "Promise Place".</i></p> <ul style="list-style-type: none"> - Indicator: <i>Number of organizations that commit to becoming a "Promise Place".</i> <p>Step 1: Distribute flyers and brochures Step 2: Distribute surveys related to Five Promise's Step 3: Conduct 5 PSA via local media sources Step 4: Send out press releases Step 5: Tract progress and satisfaction with organizations, volunteers, children, youth and families using surveys Step 6: Develop a plan with partnerships a celebrate National Days related to Children and youth Step 7: Conduct trainings on the importance of the Five Promise's Step 8: Maintain contact with volunteers; continue recruitment, training and placement in organizations</p>	
<p>Milestone 2 Comments/Summary of Accomplishments:</p>	<p>Milestone 2 Completed (date): _____</p>
<p>Goal Statement 2: <i>Continue to develop the Five Promises to sustain programs by increasing funding to support program development.</i></p>	
<p>Milestone 1: <i>Research, review and submit applications for funding for programs.</i></p> <ul style="list-style-type: none"> - Indicator: <i>Number of applications submitted</i> <p>Step 1: Contact past donors/sponsors Step 2: Develop future donor/sponsor contact list Step 3: Develop written materials/templates: donation letters, thank you letters, newsletter, Step 4: Facilitate opportunities for fundraising meetings Step 5: Plan or coordinate events marketed to the public for Five Promise's benefit Step 6: Research grants, write grants and submit proposals Step 7: Develop an in-kind donation plan; develop letter templates, speaking tips</p>	



WEST VIRGINIA'S PROMISE

THE ALLIANCE FOR YOUTH

Pamela Dugan, State Director
 HC 66 Box 1 F Frankford WV 24938
 Phone (304)661-1460 Email: pdugan@frontiernet.net
www.fivepromises.wv.gov

Milestone 1 Comments/Summary of Accomplishments:	Milestone 1 Completed (date): _____
Milestone 2: <i>Cash and in-kind contributors will be researched and template will be developed for tracking for future use.</i> - Indicator: <i>Number of possible donors identified.</i> Step 1: Contact past donors/sponsors Step 2: Develop future donor/sponsor contact list Step 3: Develop written materials/templates: donation letters, thank you letters, newsletter, Step 4: Facilitate opportunities for fundraising meetings Step 5: Plan or coordinate events marketed to the public for Five Promise's benefit Step 6: Research grants, write grants and submit proposals Step 7: Develop an in-kind donation plan; develop letter templates, speaking tips	
Milestone 2 Comments/Summary of Accomplishments:	Milestone 2 Completed (date): _____
Milestone 3: <i>Funding rose to sustain and develop programs, relationships established and strengthened.</i> - Indicator: <i>Number of grants awarded and donations received.</i> Step 1: Contact past donors/sponsors Step 2: Develop future donor/sponsor contact list Step 3: Develop written materials/templates: donation letters, thank you letters, newsletter, Step 4: Facilitate opportunities for fundraising meetings Step 5: Plan or coordinate events marketed to the public for Five Promise's benefit Step 6: Research grants, write grants and submit proposals Step 7: Develop an in-kind donation plan; develop letter templates, speaking tips	
Milestone 3 Comments/Summary of Accomplishments:	Milestone 3 Completed



WEST VIRGINIA'S PROMISE

THE ALLIANCE FOR YOUTH

Pamela Dugan, State Director
HC 66 Box 1 F Frankford WV 24938
Phone (304)661-1460 Email: pdugan@frontiernet.net
www.fivepromises.wv.gov

	(date): _____
Goal Statement 3: Youth in foster care will be immersed in the Five Promises in efforts to not only help them individually, but promote these positive youth development efforts in the wider community.	
Milestone 1: Research will be done to identify best practices for programming that addresses the problem of children aging out of foster care. - Indicator: Research existing programs in the state and on a national level and identify best practices. Step 1: Establish contact with DHHR foster care personnel and private Agencies foster care personnel, and division of Juvenile Services after care Workers. Step 2: Visit Youth Services Systems, Inc. in Wheeling/ Moundsville/New Martinsville and Daymark, Inc. in Charleston. Step 3: Meet with VISTA member from Children's Home Society	
Milestone 1 Comments/Summary of Accomplishments:	Milestone 1 Completed (date): _____
Milestone 2: Assess the needs and identify service gaps in programs for youth at risk of aging out of foster care in West Virginia. - Indicator: Gaps in services for children aging out of foster care will be identified. Step 1: Develop survey to assess the needs for programs to serve foster children aging out of care Step 2: Develop a system for conducting, distributing and collecting surveys to	



WEST VIRGINIA'S PROMISE

THE ALLIANCE FOR YOUTH

Pamela Dugan, State Director

HC 66 Box 1 F Frankford WV 24938

Phone (304)661-1460 Email: pdugan@frontiernet.net

www.fivepromises.wv.gov

<p>help with the sustainability of the project.</p> <p>Step 3: Learn about the related services for the target population:</p> <ul style="list-style-type: none">• Mental health services• Medical care for young adults; particularly people with no insurance• Housing• Job training programs• Educational services; GED, post secondary, trades, etc. <p>Step 4: Identify target groups to assist with executing the project including corporate sponsors, non-profits groups, volunteer groups, community, foundations, service providers, etc.</p> <p>Step 5: Attend collaborative meetings in local, region and state on the issues of foster care and youth aging out.</p> <p>Step 6: Attend the local homeless Coalition meetings for information, and a representative of agency and the project</p> <p>Step 7: Meet with and inform stakeholders of progress on a regular basis.</p> <p>Step 8: Survey stakeholders from juvenile justice, employment, education, mental health services, etc. on their perspectives on the issues.</p> <p>Step 9: Research existing programs in the state and on a national level and identify best practices.</p> <p>Step 10: Research mentoring programs in particular that serve foster children aging out of care.</p> <p>Step 11: Research current law and policy that would affect a mentor program</p> <p>Step 12: Communicate on a national level with existing mentoring programs and research best practices.</p> <p>Step 13: Form and advisory council of foster youth that have either 1) aged out of care or 2) are at risk of aging out of care to provide input into new programs.</p>	
<p>Milestone 2 Comments/Summary of Accomplishments:</p>	<p>Milestone 2 Completed (date):</p> <hr/>